

### Inventory of Personal Property for Overnight Visits

|    | Write-In Each Item | Quantity Sent with Individual | Quantity returned with Individual | Quantity Missing or Damaged | Balance |
|----|--------------------|-------------------------------|-----------------------------------|-----------------------------|---------|
| 1. |                    |                               |                                   |                             |         |
| 2. |                    |                               |                                   |                             |         |
| 3. |                    |                               |                                   |                             |         |
| 4. |                    |                               |                                   |                             |         |
| 5. |                    |                               |                                   |                             |         |
| 6. |                    |                               |                                   |                             |         |
| 7. |                    |                               |                                   |                             |         |
| 8. |                    |                               |                                   |                             |         |
| 9. |                    |                               |                                   |                             |         |
|    | Quantity Totals:   |                               |                                   |                             |         |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Visit Departure

Visit Completion

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Responsible for Individual

\_\_\_\_\_  
Signature of Person Returning Individual to the Residence

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

SAMPLE